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27 June 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Effective Writing

25X1A9a      1. Mr. [REDACTED] Chief, Basic School, notified me today that he would be unable to attend the June meeting of DD/S Training Liaison Officers scheduled for Tuesday, 28 June.

2. In his absence he authorized the release of the following statements concerning the course in Effective Writing:

Limited Enrollment - The class enrollment is held to 20 at the request of the instructor who finds that this is the maximum number to which he can give individual attention.

25X1A5a1      Frequency of Presentation - This depends upon the amount of time [REDACTED] has committed elsewhere. OTR is now conducting two classes concurrently (Tuesdays and Thursdays).

Grade Level - In the interests of maintaining a homogeneous group, a limited three-grade spread is established for each presentation (currently GS-9 to GS-11; the other, GS-12 and higher). Because of the backlog of personnel in the higher grades who have a genuine requirement for this instruction, lower grades are not being accepted at this time. The grade level will be lowered as the backlog is liquidated.

Although no definite commitment can be offered now, it is hoped to expand such instruction in the fall.

[REDACTED]

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